

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE 72/Transportation System Information/Office of HSIP	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 900-485-3175-xxx	EFFECTIVE Sept, 2011

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Chief, Highway System Engineering Branch, a Senior Transportation Engineer, the Transportation Engineering Technician serves on the Division team collecting and compiling Project Delivery Asset (PDA) data from the Districts. The Transportation Engineering Technician will respond to requests for multimodal transportation data and statistics. In this capacity, the Transportation Engineering Technician's responsibilities include completed staff work while responding to requests and working cooperatively on teams. This position requires initiative and flexibility, in addition to fundamental transportation engineering knowledge and ability.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M)	

45% (E)	Work with District Project engineers to collect project assets throughout all phases of the Project Delivery process to document the Department's delivery of transportation projects and respective system changes. Review PS&E Plans to validate the engineering data assets on constructed or removed from the State Highway system. Quality checks on engineering data and outputs in PDA submittals for accuracy and takes corrective measures as appropriate. Collaborate with State Highway Operation and Protection Program (SHOPP) to coordinate the PDA Web Tool and SHOPP Tool effort. Maintain open communications and close working relationships with Districts and other Department Divisions in collecting, reporting, and validating project delivery assets. Report data into easy-to-understand information for use in understanding what the Department has delivered as it relates to project asset management.
---------	--

- 35% (E) Review contract plans to draw ramp diagrams using Departmental Computer Aided Drafting and Design (CADD) applications to represent geometric configurations and changes to existing highway data. Utilize As-builts and contract plans, to compile and encode various types of highway data relating to geometrics and characteristics of the state highway system into the Traffic Accident Surveillance and Analysis System (TASAS) Highway database. Input traffic volumes along the state highway system into the TASAS database.
- 20% (E) Participate and assist in assignments to develop skills essential to the Office. Assist in updating statewide reports for publication for the Office including the California Public Road Data, Collision Data on California State Highways, Place Names, and Named freeways, Highways, Structures & Other Appurtenances in California. Develop materials used for Office presentations to Executive Management and other External Agencies.

SUPERVISION EXERCISED OVER OTHERS:

This position carries no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must have knowledge of the Project Delivery Process from project conception to construction close out and basic understanding of roadway design and highway construction related to alignment, geometrics, and design criteria. Prior design experience is highly desirable.

Must have proficiency with personal computers and Microsoft Office software programs (Excel, Word, Access, PowerPoint) to generate reports. Must be proficient with Microstation in terms of drafting and revising project plan sheets. Knowledge of MS Project and web design software is highly desirable.

Knowledge of traffic engineering as it relates to traffic operations and traffic safety is desirable. An understanding of the roles of the California Highway Patrol and the Department of Motor Vehicles as related to traffic accidents on the State highways is desirable.

Must have the ability to:

- acquire working knowledge of computer hardware and software.
- reason, to express ideas, and to present information clearly in both verbal and written forms.
- make neat and accurate computations and notes, and the ability to prepare reports.
- establish and maintain professional and cooperative relations with those contacted in the course of the work.
- work independently, learn quickly, analyze situations, and communicate tactfully and effectively with others of different backgrounds.

- present information in a clear and concise manner for upper management, internal and external customers

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Transportation decisions are dependent on reliable and accessible information. Lack of appropriate skills, knowledge, understanding, good judgment and adequate analyses could result in misleading or inaccurate information for decision-makers, including the Department and other public agencies. Misleading or inaccurate information could result in the Department making ineffective and costly decisions, an erosion of confidence in the Department's ability to carry out its mission, especially by the Administration and Legislature and a subsequent reduction in federal funding.

PUBLIC AND INTERNAL CONTACTS:

Maintains close working relationship with internal and external customers. Independently confers with all various units within Headquarters (including Legal, Office of Computer Systems, etc.) and the districts. External contacts include representatives from the California Highway Patrol, Department of Motor Vehicles, Office of Traffic Safety, Federal Highway Administration (FHWA) representatives, Universities and the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent will develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Be open to change and new information. Develop new insights into situations and apply innovative solutions. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Motivate others toward a spirit of service and meaningful contribution to mission accomplished. Value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT:

The employee will work in a climate-controlled office under artificial lighting with occasional background noise from other workstations. The employee may be required to travel to meetings. Some field observations are done for familiarization with proposed developments. The employee may occasionally be exposed to dirt, noise, uneven surfaces, extreme heat or cold. Office hours are from 8:00 am to 5:00 pm.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Date:

Employee Signature

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Date:

Supervisor Signature

8/26/11